

POSITION DESCRIPTION

<u>POSITION TITLE:</u>	Ice Rink Attendant
<u>DEPARTMENT:</u>	Parks and Public Works
<u>STATUS:</u>	Seasonal, non-exempt
<u>ACCOUNTABLE TO:</u>	Assistant Public Works / Park Superintendent
<u>UPDATED:</u>	November, 2014

POSITION SUMMARY

The Ice Rink Attendant will represent the City of West St. Paul and is responsible for the warming house and surrounding ice rinks during hours of operation. The Attendant will maintain a safe, clean environment during each shift. Ice Rink Attendant is a seasonal position; dates and hours of employment are subject to seasonal warming house / rink operation requirements.

MINIMUM REQUIREMENTS

The responsibilities here are illustrative of the expectations of the position, and not intended to be all inclusive or exclusive. Additional or different responsibilities may develop as the City and Department's needs evolve. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer, technology, and requirements of the job change.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Open and close building.
2. Be able to self-start your work day, make an effort to solve problems and issues quickly and safely.
3. Maintain a clean and welcoming warming house and skating environment.
4. Perform daily clean-up of warming house and rinks by using a shovel and basic cleaning equipment.
5. Be knowledgeable about and promote Parks and Recreation resources and programs.
6. Use basic first aid procedures to assist injured facility users. Contact EMS as needed.
7. Actively seek opportunities to provide friendly and helpful customer service to all users.
8. Create a positive and fun recreation atmosphere in the park.
9. Performs other duties as may be assigned by the Recreation Supervisory Staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or equipment; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; taste and smell; lift up to fifty (50) pounds and/or move up to fifty (50) pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions.

MINIMUM REQUIREMENTS

1. Must be a minimum of 16 years of age.
2. Ability to work independently and make responsible decisions according to established procedures.
3. Must be pleasant, energetic, self-motivated and action-oriented in maintaining a safe and clean warming house environment.
4. Must be able to provide fun and friendly customer relations and to promote the City of West St. Paul and our Park System.
5. Must be available to work 4:00pm – 8:00pm, Monday – Friday; Noon – 7:00pm Saturday, Sunday and on School holidays.

DESIRABLE QUALIFICATIONS

1. Experience in leadership or customer service.
2. Prefer 1 year experience in First Aid.

The City of West St. Paul does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities.

An Equal Opportunity/Affirmative Action Employer

Department Head

HR Director

City Manager

11/2014